

VMR-VRO CHECKLIST – HOW TO RECORD A W-8 AND W9'S ON A VENDOR'S RECORD

Narrative – This checklist will provide step by step instructions for adding information to the Government Classification portion of a vendor's record. For easier instructions, the term W-9 is used throughout, but these steps apply to all forms W-8 or approved Substitute W-9 forms.

Navigation: *Vendors>Vendor Setup/Maintenance>Vendor Information*

Instructions -

1. SetID: SHARE

Vendor Information
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Use Saved Search: SHARE

SetID: = SHARE

Vendor ID: begins with

Persistence: =

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

2. Enter either the vendor id or name.

3. Open the vendor record to the 'Identifying Information' tab.

Summary **Identifying Information** **Address** **Contacts** **Location** **Custom**

[Check for Duplicate](#)

SetID: SHARE

Vendor ID: 0000078970

*Vendor Short Name: HOLKUP BRO HOLKUP BRO-001

*Vendor Name 1: HOLKUP BROTHERS LLP

Vendor Name 2:

*Status: Approved *Classification: Supplier

*Persistence: Regular HCM Class:

☐ VAT Registration ☐ Registration ☐ VAT Default ☐ VAT Service Treatment Setup

☒ Withholding [Expand All](#) [Collapse All](#)

☒ Open For Ordering

Vendor Relationships

☐ Corporate Vendor ☐ InterUnit Vendor

Corporate SetID: SHARE InterUnit Vendor ID:

Corporate Vendor ID: 0000078970 HOLKUP BROTHERS LLP

Create Bill To Customer

☐ Create Bill To Customer

[Additional ID Numbers](#)

[Duplicate Invoice Settings](#)

[Government Classifications](#)

[Standard Industry Codes](#)

[Additional Reporting Elements](#)

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4. You will be using two links at the bottom of this page (Additional ID Numbers and Government Classifications).



▶ Additional ID Numbers

▶ Duplicate Invoice Settings

▶ Government Classifications

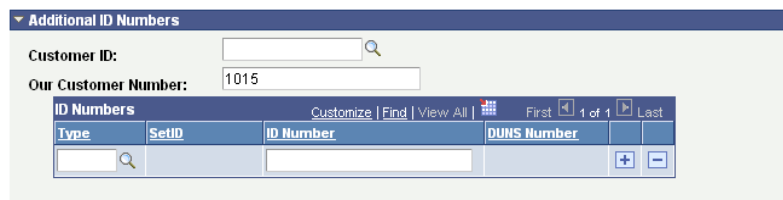
▶ Standard Industry Codes

▶ Additional Reporting Elements

Expand All Collapse All

5. Click on 'Additional ID Numbers.' In the 'Our Customer Number' field, enter the last four digits of the TIN, whether social security number or FEIN.

Exception: Do not enter any part of an employee's TIN here.



▼ Additional ID Numbers

Customer ID:

Our Customer Number:

| Type | SetID | ID Number | DUNS Number |
|----------------------|-------|----------------------|----------------------|
| <input type="text"/> | | <input type="text"/> | <input type="text"/> |

Customize | Find | View All | First | 1 of 1 | Last

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- Click on 'Government Classifications'. The vendor's organization type and the receipt of the W-9 need to be recorded here.

The screenshot shows the 'Government Classifications' form with two tabs. The top tab is 'ORG TYPE' and the bottom tab is 'W-9 Received'. Both tabs have a 'Government Sources' header and a 'Government Classifications' sub-header. The 'ORG TYPE' tab has fields for 'Eff Date' (12/12/2006), 'Cert Nbr', 'Begin Dt', 'Expire Dt', and 'Gov Class' (13 ORG TYP). The 'W-9 Received' tab has fields for 'Eff Date' (12/12/2006), 'Cert Nbr' (RECEIVED BY KS), 'Begin Dt', 'Expire Dt', and 'Gov Class'. An arrow points from the 'W-9 Received' tab to the 'W-9 Received' text in the instructions below.

- If information already exists in the Government Classifications, tab through the pages to see if 'ORG TYPE' or 'W-9' is already listed.
 - If either of them do, add a new effective-dated row under 'Government Classifications' and continue to follow the directions below.

The screenshot shows the 'Government Classifications' form with the 'ORG TYPE' tab selected. The 'Government Sources' header shows 'Find | View All' and 'First 2 of 3 Last'. The 'Government Classifications' sub-header shows 'Find | View All' and 'First 1 of 1 Last'. The 'Eff Date' field is 06/24/2008. The 'Cert Nbr' field is empty. The 'Begin Dt' and 'Expire Dt' fields are empty. The 'Gov Class' field is empty. A plus button is visible in the top right corner of the 'Government Classifications' sub-header. An arrow points from the plus button to the 'ORG TYPE' text in the instructions below.

- If there is not an 'ORG TYPE' identified on the vendor; create one by clicking the plus button and selecting "ORG TYPE" from the look-up feature.
- In 'Gov Class' select the type of vendor from the drop down.

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- b. Click on the spy glass.
- c. Sort by the 'Description' to find all of the classification descriptions that start with 'OT.'

Government Classification:

Description:

[Basic Lookup](#)

Search Results

View All First 1-28 of 28 Last

| SetID | Government Classification | Description |
|------------------|---|-------------|
| SHARE 58 ORG TYP | OT - Ambulances ND | |
| SHARE 59 ORG TYP | OT - Associations - Out of State | |
| SHARE 70 ORG TYP | OT - Associations ND | |
| SHARE 64 ORG TYP | OT - Banks or Financial Institutions | |
| SHARE 60 ORG TYP | OT - Boards | |
| SHARE 61 ORG TYP | OT - Conferences | |
| SHARE 62 ORG TYP | OT - Consortiums | |
| SHARE 17 ORG TYP | OT - Cooperative Association | |
| SHARE 63 ORG TYP | OT - Cooperatives | |
| SHARE 09 ORG TYP | OT - Corporation | |
| SHARE 55 ORG TYP | OT - Councils | |
| SHARE 51 ORG TYP | OT - Gaming Organization | |
| SHARE 13 ORG TYP | OT - General Partnership | |
| SHARE 22 ORG TYP | OT - Incorporated Non-Profit Organization | |
| SHARE 14 ORG TYP | OT - Individual (non-business) | |
| SHARE 56 ORG TYP | OT - Quick Response Units | |
| SHARE 68 ORG TYP | OT - Rescue Units - ND | |
| SHARE 49 ORG TYP | OT - Tribes | |
| SHARE 50 ORG TYP | OT - Trust | |
| SHARE 16 ORG TYP | OT - Unincorporated Non-Profit Organization | |
| SHARE 65 ORG TYP | OT - Utilities | |
| SHARE 69 ORG TYP | OT - Water Districts -ND | |
| SHARE 18 ORG TYP | OT - Individual/Sole Proprietorship | |
| SHARE 77 ORG TYP | OT-Convention Ctrs & Visitors Bureaua | |
| SHARE 10 ORG TYP | OT-Limited Liability Company | |
| SHARE 11 ORG TYP | OT-Limited Liability Partnership | |
| SHARE 12 ORG TYP | OT-Limited Partnership of LLLP | |
| SHARE 54 ORG TYP | OT-VA LOAN PAYMENT | |

- d. Select the designation (corporation, partnership, sole proprietor, etc.) indicated on the paperwork received from the vendor.

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10. If there is not a source of “W-9” identified under Government Classifications, add another row to the Government Sources by clicking on the plus button.

The screenshot shows the 'Government Sources' and 'Government Classifications' sections. The 'Source' field contains 'W'. The 'W-9' selection is visible. The 'Cert Nbr' field is empty. The 'Begin Dt' and 'Expire Dt' fields are also empty. The 'Gov Class' field is empty. The 'EEO Certification Date' field is empty. The 'HUB Zone' checkbox is unchecked.

11. Enter 'W' in the source box click on the spy glass and select 'W-9'.

12. In the 'Cert Nbr' field, enter your name and the acronym for your business unit.

The screenshot shows the 'Government Sources' and 'Government Classifications' sections. The 'Source' field contains 'W9'. The 'W-9 Received' label is visible. The 'Cert Nbr' field is filled with 'Renee Walery/OMB'. The 'Begin Dt' and 'Expire Dt' fields are empty. The 'Gov Class' field is empty. The 'EEO Certification Date' field is empty. The 'HUB Zone' checkbox is unchecked.

13. In the 'Begin Dt:' enter the date on the W-9, and in the 'Expire Dt:' enter the same date, only five years in the future. If the W-9 is undated, use the date your office received the document as the Begin Date.

The screenshot shows the 'Government Sources' and 'Government Classifications' sections. The 'Source' field contains 'W9'. The 'W-9 Received' label is visible. The 'Cert Nbr' field is filled with 'RENEE WALERY/OMB'. The 'Begin Dt' field is filled with '06/24/2008'. The 'Expire Dt' field is filled with '06/24/2013'. The 'Gov Class' field is empty. The 'EEO Certification Date' field is empty. The 'HUB Zone' checkbox is unchecked.

14. Click 'OK'

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15. Click 'Save.'
16. By completing the steps above, other users can now see that a W-9 has been received for this vendor and in which office (VRO, college, university) the document is filed. It also tells other users the organization type (necessary for proper 1099 reporting), and the date five years in the future when this vendor will need to be contacted for an updated W-9.
17. Other fields and screens may need to be completed because of the W-9 received. See the checklists for:

[Sole Proprietorships](#)
[Entering TIN and Name](#)
[Adding 1099 Information to Existing Vendors](#)
[Guardianships and W-9 Forms](#)

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for any type of help or guidance in entering vendor information. The Vendor Registry Office will research the change, take the appropriate action and respond to your inquiry in a timely manner.